

## West Virginia Secretary of State Annual Report Online Filing Instructions

1. Log on to [www.business4wv.com](http://www.business4wv.com)
2. Enter your **User ID** and **Password** information in the appropriate fields in the **Account Login** dialogue box to log into your personal **Filing Cabinet**.

**NOTE:** If you **HAVE NOT** already registered your own **User ID** and **Password** through the website, you must do so before you can log in to file the annual report(s). *\*See instructions below to register a User ID and Password.*

3. Click the **Login** button, or press Enter.
4. On the **Filing Cabinet** screen, select from the **Filing Option:** dropdown menu the type of business annual report you are filing [i.e., LLC, BT (Business Trust), Corporation, VA (Voluntary Association), LP (Limited Partnership), LLP (Limited Liability Partnership) or Insurance Company AIF (Attorney-In-Fact)].
5. Click **Go**.
6. Enter the company name in the **Name Search** field.

**NOTE:** When entering the company name, it must be entered EXACTLY as it is registered with the Secretary of State's Office (i.e., "A. B. C. Enterprises, Inc." must be entered using the "." and "," exactly as they appear in the name on record). Enter part of your company name and click "Search" to locate the Secretary of State organization. If you find your company name, click on the link for it under the "Organization Name" column to continue. If the name is not found, search again with one or two key words. If you cannot bring up your company, try searching using LESS company name information to find more results.)

7. Click **Search**.
8. Select your company by clicking on the link under the **Organization Name** column.
9. Enter the **PIN Number** for the company (located on your post card or in the email notice you received).
10. Click **Check PIN** to verify your PIN.
11. Click **Continue** on the "PIN Number Correct" screen.
12. Review the **\*Company Type\* - Data on File at the Secretary of State**.
13. Click **Continue**.

**NOTE:** If at any point you need to exit the online filing process, select “**Save/Continue Later**” to save your information and return at a later time to complete the filing.

14. Review the company’s information by proceeding through the company information editing screens and make any changes by editing the appropriate fields to update the information.
15. Complete the annual report by paying the **\$25 filing fee** with a valid credit card or by paying with an ACH automatic checking account draft. **BE SURE TO ENTER THE CREDIT CARD INFORMATION EXACTLY AS IT APPEARS ON THE CARD.**
16. If you are **filing reports for multiple companies**, you must log back into your Filing Cabinet and **REPEAT Steps 4 – 15**.

***\*Instructions for registering a User ID and Password through [www.business4wv.com](http://www.business4wv.com)..***

### **Online User Account Registration Instructions**

You may register an online user account **Filing Cabinet** by visiting [www.business4wv.com](http://www.business4wv.com). Follow the steps below to set up your own personal **Filing Cabinet User ID** and **Password**.

- 1) Click on the **Register Now** link (*4th link on the left navigation panel under the heading “Business For West Virginia” or 4<sup>th</sup> link from the left under the Account Login box*).



- Business For West Virginia
  - Home
  - Contacts
  - Log In
  - Register Now**
  - Forgot Password
- Business Filings
  - Start a New Business
  - Update Registration
  - Apply for Licenses/Permits
  - File Annual Reports
  - Lookup PIN
  - File Business Reports
  - Maintain Employer Accounts
  - Close a Business
  - Register Trade Name
  - File Trade Name Withdrawal
  - File Address/Officer Change
  - File LLC/PLC
  - Termination/Cancellation
  - File LP Cancellation
- Resources
  - Get Startup Help
  - Find Financial Assistance
  - Learn Employer Duties
  - Find Employees
  - Get Publications
  - Find Forms
- News
  - In the Headlines
  - New Online Services
- Help
  - Understanding Your Account
  - Your Filing Cabinet
  - Filing Online
  - Getting Help

## Welcome to Business For West Virginia

*"Always open for business!"*

### Business4WV.com

is your online portal to state business services in West Virginia. Start here to establish a new West Virginia business or bring your out-of-state company to the Mountain State. Return here to keep your business filings current.

**Account Login**

User ID:

Password:

Login

[Privacy Policy](#) | [Terms of Use](#) | [Forgot Password?](#) | **[Register Now](#)**



[CLICK ABOVE to view VIDEO Tutorial](#)

### Open your Business4WV account now!

Learn how your free [Business4WV Account](#) will help you manage your business filings and information.

### Starting a new business? Trying to keep your business current?

Business4WV is packed with services and information, from complete online new business registration to detailed help with [Business Filings](#) for answers to your business needs.

### Need assistance to make your business a success?

Access dozens of business [Resources](#) online.

- 2) Fill out the online **User Registration** form to create your own personal **User Login ID** and **Password** including ALL **REQUIRED FIELDS** marked with a **RED** asterisk (\*).

**Business For West Virginia**  
www.business4wv.com

home wv.gov contact

Tuesday, March 03, 2015

**Business For West Virginia**

- Home
- Contacts
- Log In
- Register Now
- Forgot Password

**Business Filings**

- Start a New Business
- Update Registration
- Apply for Licenses/Permits
- File Annual Reports
- Lookup PIN
- File Business Reports
- Maintain Employer Accounts
- Close a Business
- Register Trade Name
- File Trade Name Withdrawal
- File Address/Officer Change
- File LLC/PLC Termination/Cancellation
- File LP Cancellation

**Resources**

- Get Startup Help
- Find Financial Assistance
- Learn Employer Duties
- Find Employees
- Get Publications
- Find Forms

**News**

- In the Headlines
- New Online Services

**Help**

- Understanding Your Account
- Your Filing Cabinet
- Filing Online
- Getting Help
- Frequently Asked Questions

**User Registration**

First Name:  \*

Last Name:  \*

Company Name:

Address 1:  \*

Address 2:

City:  \*

State: West Virginia ▾ \*

Postal Code:  \*

Country: United States ▾ \*

Phone Number:    \*

Fax Number:

E-Mail:  \*

**User Login ID:**  \*

**Password:**  \*

**Confirm:**  \*

Please select a question that has an answer you would not forget, then enter the answer. If you ever forget your password, go to the "Forgot Password" link. The question you selected will be presented. Your answer will confirm your identity.

Question: [select-one] ▾ \*

Answer:  \*

\* Required Field

**Note:** The User Login ID must meet the following criteria:

- 7 – 40 alpha-numeric characters
- User ID is case sensitive

The Password must meet the following criteria:

- 7 – 15 alpha-numeric characters and AT LEAST ONE of the following **special characters** (~, !, \$, %, &, \*, \_, +). It **CANNOT** contain any of the following special characters: @, ^, or #.
- Password is Case Sensitive

Store this information in a safe place for future reference to log into your **Filing Cabinet**.

3) From the **Account Login** screen, login to your user account by entering your **User ID** and **Password** in the fields where indicated.

The screenshot displays the 'Business For West Virginia' website. The header features the logo and the URL 'www.business4wv.com'. A left sidebar contains a navigation menu with categories like 'Business For West Virginia', 'Business Filings', 'Resources', 'News', and 'Help'. The main content area is titled 'Welcome to Business For West Virginia' with the tagline 'Always open for business!'. It describes the website as an online portal for state business services. A red box highlights the 'Account Login' form, which includes fields for 'User ID:' and 'Password:', and a 'Login' button. Below the form are links for 'Privacy Policy', 'Terms of Use', 'Forgot Password?', and 'Register Now'. To the right, a blue box contains the text 'HOW TO FILE YOUR ANNUAL REPORT USING THE ONLINE PORTAL WWW.BUSINESS4WV.COM' and a link to 'CLICK ABOVE to view VIDEO Tutorial'. At the bottom, there are sections for 'Open your Business4WV account now!', 'Starting a new business? Trying to keep your business current?', and 'Need assistance to make your business a success?'.

**Business For West Virginia**  
www.business4wv.com

**Welcome to Business For West Virginia**  
"Always open for business!"

**Business4WV.com**  
is your online portal to state business services in West Virginia. Start here to establish a new West Virginia business or bring your out-of-state company to the Mountain State. Return here to keep your business filings current.

**Account Login**

User ID:

Password:

Login

[Privacy Policy](#) | [Terms of Use](#) | [Forgot Password?](#) | [Register Now](#)

**Open your Business4WV account now!**  
Learn how your free [Business4WV Account](#) will help you manage your business filings and information.

**Starting a new business? Trying to keep your business current?**  
Business4WV is packed with services and information, from complete online new business registration to detailed help with [Business Filings](#) for answers to your business needs.

**Need assistance to make your business a success?**  
Access dozens of business [Resources](#) online.

**HOW TO FILE YOUR ANNUAL REPORT USING THE ONLINE PORTAL**  
WWW.BUSINESS4WV.COM

[CLICK ABOVE to view VIDEO Tutorial](#)

- 4) Click **Login** button.
- 5) On the **Filing Cabinet** screen, select the appropriate “File Annual Report” option for your specific business structure type (i.e., **LLC**, **Corporation**, **Business Trust**, **Voluntary Association**, etc.) from the **Filing Option** drop-down menu (next to the **Go** button).

Business For West Virginia  
www.business4wv.com

home wv.gov contact

Tuesday, March 03, 2015

My Account

- Filing Cabinet
- Message Center
- Account Settings
- My Forms
- Log Out

Business For West Virginia

- Home
- Contacts

Business Filings

- Start a New Business
- Update Registration
- Apply for Licenses/Permits
- File Annual Reports
- Lookup PIN
- File Business Reports
- Maintain Employer Accounts
- Close a Business
- Register Trade Name
- File Trade Name Withdrawal
- File Address/Officer Change
- File LLC/PLC
- Termination/Cancellation
- File LP Cancellation

Resources

- Get Startup Help
- Find Financial Assistance
- Learn Employer Duties
- Find Employees
- Get Publications
- Find Forms

News

- In the Headlines
- New Online Services

Help

- Understanding Your Account
- Your Filing Cabinet
- Filing Online
- Getting Help
- Frequently Asked Questions

Quick Help

### Filing Cabinet for Jane Doe

All of your filings will be listed here, and the sorting options will help you organize them. Whether you are working on a filing, checking the status of one you have submitted, or reviewing a filing that has been approved, your filing cabinet keeps the filings at your fingertips.

To begin a new business registration or other filing, select a filing option from the list below. An interview wizard will guide you through the filing process and allow you to submit your filing for processing.

To access a saved form or publication, click *My Forms* in the left menu.

Filing for a new business online eliminates filing by paper application for *The Secretary of State, State Tax Department & Workforce West Virginia*. If you already COMPLETED or have BEGUN the application process by paper, YOU MAY NOT FILE ONLINE.

Filing Option: **Register New Business** Go

Sort By: Created Desc Sort

Filing Name	Status	Created	Completed	Other Filings
-------------	--------	---------	-----------	---------------

Items / Page 10 Go

1 of 1

Copyright ©2004-2006 State of West Virginia All rights reserved.

100%

6) Click **Go**.

7) Access your company record: In the **Name Search** field, enter part of your company name and click **Search** to locate the organization.

The screenshot shows the 'Business For West Virginia' website. The header includes the logo, the URL 'www.business4wv.com', and navigation links for 'home', 'wv.gov', and 'contact'. The date 'Friday, June 05, 2015' is displayed in the top right. A left sidebar contains a 'My Account' menu with links to 'Filing Cabinet', 'Message Center', 'Account Settings', 'My Forms', and 'Log Out'. Below this is a 'Business For West Virginia' section with links to 'Home', 'Contacts', and 'Business Filings' (which includes 'Start a New Business', 'Update Registration', and 'Apply for Licenses/Permits'). The main content area is titled 'Access Your Company Record'. It contains a paragraph of instructions: 'Enter part of your company name and click "Search" to locate the Secretary of State organization. If you find your company name, click on the link for it under the "Organization Name" column to continue. If the name is not found, search again with one or two key words.' Below the instructions is a 'Name Search:' label followed by a text input field and a 'Search' button, both of which are enclosed in a red rectangular box. To the right of the input field is a 'Sort:' dropdown menu set to 'Ascending' and a 'Sort' button. At the bottom left of the main area is a pagination control showing 'Items / Page 10' and a 'Go' button. At the bottom right are navigation buttons: '<<', '<', '>', and '>>'. A vertical 'Quick Help' button is located on the far right edge of the page.

If your search results indicate **no results are found**:

- a. Ensure you have selected the correct business structure from the **Filing Option** dropdown menu (i.e., **LLC, Corporation, Business Trust, Voluntary Association**, etc.). If the organization is a "Corporation" and you select "File LLC Annual Report," the system will not find your organization. The business structures must match.
- b. Be sure the organization name is spelled **EXACTLY** as it is registered with Secretary of State. We recommend searching for **LESS** of the name to ensure broader search results. For example, if you are unsure if the name uses "." (periods) or "," (commas) in the name, use only a distinguishable word or term. The example below contains the word "American" in the name. The system will locate all organizations with the term "American" in the name (see image below).



- 8) Click on the company name in the **Organization Name** menu display. *In this example, we have searched for All American Builders, LLC using the word “American.”*

The screenshot shows the 'Business For West Virginia' website. The header includes the logo and navigation links for home, wv.gov, and contact. The date is Friday, June 05, 2015. A sidebar on the left contains links for 'My Account', 'Business For West Virginia', 'Business Filings', 'Resources', and 'News'. The main content area is titled 'Access Your Company Record' and contains a search form with the text 'Name Search: american' and a 'Search' button. Below the search form is a table with two columns: 'Organization Name' and 'Status'. The table lists several organizations, with 'ALL AMERICAN BUILDERS, LLC' highlighted by a red box. At the bottom of the page, there is a pagination control showing 'Items / Page 10' and a 'Go' button.

**Business For West Virginia**  
www.business4wv.com

home wv.gov contact  
Friday, June 05, 2015

**My Account**  
Filing Cabinet  
Message Center  
Account Settings  
My Forms  
Log Out

**Business For West Virginia**  
Home  
Contacts

**Business Filings**  
Start a New Business  
Update Registration  
Apply for Licenses/Permits  
File Annual Reports  
Lookup PIN  
File Business Reports  
Maintain Employer Accounts  
Close a Business  
Register Trade Name  
File Trade Name Withdrawal  
File Address/Officer Change  
File LLC/PLC Termination/Cancellation  
File LP Cancellation

**Resources**  
Get Startup Help  
Find Financial Assistance  
Learn Employer Duties  
Find Employees  
Get Publications  
Find Forms

**News**

### Access Your Company Record

Enter part of your company name and click "Search" to locate the Secretary of State organization. If you find your company name, click on the link for it under the "Organization Name" column to continue. If the name is not found, search again with one or two key words.

Name Search:   Sort:

Organization Name	Status
<a href="#">1ST AMERICAN SYSTEMS AND SERVICES LLC</a>	New
<a href="#">AFFORDABLE AMERICAN &amp; IMPORTS PREOWNED L.L.C.</a>	New
<a href="#">ALL AMERICAN BUILDERS, LLC</a>	New
<a href="#">ALL AMERICAN BUILDING SYSTEMS, LLC</a>	New
<a href="#">ALL AMERICAN CLEANING SERVICES LLC</a>	New
<a href="#">ALL AMERICAN CONSTRUCTION, LLC</a>	New
<a href="#">ALL AMERICAN ENTERPRISES L.L.C.</a>	New
<a href="#">ALL AMERICAN FINANCIAL SERVICES, LLC</a>	New
<a href="#">ALL AMERICAN GLASS GROUP, L.L.C.</a>	New
<a href="#">ALL AMERICAN HOME IMPROVEMENT LLC</a>	New

To continue, select your company name by clicking on the link under the Organization Name column.

Items / Page



- 9) Check the company PIN: Enter the organization's PIN in the **PIN Number** field. *The PIN is located in the e-mail sent by the Secretary of State's Office beginning in January of the annual report filing period year. If you did not receive the e-mail, the PIN is located on the FRONT of the post card notification mailed from the Secretary of State's Office prior to June 30. The PIN changes each year; previous years' PIN information will not work.*
- 10) **CLICK THE CHECK PIN BUTTON.** Pressing the "Enter" key on your keyboard will NOT check the company PIN. You MUST click the Check Pin button to properly check the PIN (see below).

The screenshot shows the 'Business For West Virginia' website interface. The header includes the logo and navigation links. The left sidebar contains a 'My Account' menu with options like 'Filing Cabinet', 'Message Center', and 'Log Out'. The main content area is titled 'Secretary of State PIN Number' and shows a selected record: '1ST AMERICAN SYSTEMS AND SERVICES LLC'. Below this, there is a form titled 'PIN Number' with a text input field labeled 'PIN Number: \*' and two buttons: 'Check PIN' and 'Cancel'. A red box encloses the input field and the 'Check PIN' button. Two red arrows point to these elements with numbered instructions: '1. Enter the PIN in the PIN Number field.' and '2. Click the "Check PIN" button.'

After you've successfully checked the PIN, **you will be in the organization's Annual Report.**

- 11) Follow the on screen instructions to complete filling out the online Annual Report.

If you need to log out of your account before completing the online registration, click on the **Save/Continue Later** button to save your information. You may continue at a later time by logging into your account using your User ID and Password and continuing the online registration process. From your **Filing Cabinet**, you may file Annual Reports for an unlimited number of businesses through [www.business4wv.com](http://www.business4wv.com). Visit our [Frequently Asked Questions](#) link to address many of the questions you may have regarding the website.